
❖ PACER Service Center ❖

Announcements

<http://pacer.psc.uscourts.gov>

July 2006

New Functionality Coming Soon!

In May, the Administrative Office of the U.S. Courts released version 3 of CM/ECF to U.S. District Courts. This version has a number of notable changes that have been requested by PACER customers. PACER customers will have the ability to set certain preferences while using PACER. This includes the ability to require a client code upon entry. Further, the format of the client code can be specified if desired. In addition, customers will have the capability to turn off the display of transactions receipts. Preferences will be set in the Account Information section of the PACER Service Center website. Look for these new features in late summer or early fall. Watch the PACER Service Center website for more information on this new functionality.

Version 3 has a number of other notable changes that customers will notice once courts begin to install the new version. PACER customers can access PDF documents for a case without first running a Docket Report. A new option has been added that will allow customers to view a document by just entering the document number. A warning has been added to reports that are not subject to the 30-page cap. The login screen has been changed to help clarify the login procedure. And, attorneys will notice enhanced email noticing management capabilities. Release notes for version 3, which detail these changes, have been posted on the PACER Service Center website under "What's New." Version 3.1 of Bankruptcy CM/ECF will include these same features and will be released to courts this fall.

Did you know? The latest version of the PACER User Manual is available at no charge under the Documents section at the PACER Service Center website <http://pacer.psc.uscourts.gov>.

Update to PACER Policies and Procedures

The policies and procedures page http://pacer.psc.uscourts.gov/documents/pacer_policy.pdf was updated recently to include the following statement: Public Access to Court Electronic Records is supported by user fees. Any attempt to collect data from PACER in a manner which avoids billing is strictly prohibited and may result in criminal prosecution or civil action. PACER privileges will be terminated if, in the judgment of judiciary personnel, they are being misused. Misuse includes, but is not limited to, using an automated process to repeatedly access those portions of the PACER application that do not assess a fee (i.e. calendar events report or case header information) for purposes of collecting case information.

Cap on Case-Related Documents and Reports

The Judicial Conference, at its September 2003 session, amended the language of Section I of the Electronic Public Access Fee Schedule to include docket sheets and case-specific reports, with the exception of transcripts. The previous schedule placed a cap of 30 pages for electronic access to any single document. The cap does not apply to case listings or name search results. While the cap applies to all systems, the transaction receipt will not reflect this change in older PACER and RACER systems. The quarterly statements will be calculated using the capped transactions.

Searching for a Case in



There are two efficient and cost effective approaches to finding a case in PACER. If the location of the case is known, click on "Links to PACER Websites" at <http://pacer.psc.uscourts.gov> to select the link for that court. After logging in at a CM/ECF site, select "Query" from blue tool bar to search by party name, case number, or another available search option. The second approach is searching a broad range of courts when the specific location of a case is not known. Use the U.S. Party/Case Index at <http://pacer.uspci.uscourts.gov> to search a state, all courts in a circuit, or the majority of courts at once. Customers should check the "Courts not included" listing to determine which courts' data is and is not being searched and the "Date Range" report to determine the currency of the data.

EPA Fee Schedule Change

The Judicial Conference amended the Electronic Public Access (EPA) fee schedule at its March 14, 2006 session. The amendments include a new fee and an increase to an existing fee for searches by the PACER Service Center. The new fee of \$.50 per page was established to recover the costs of paper copies produced by the PACER Service Center. The fee applies to any record pertaining to a PACER account or instructional document that is remotely available through electronic access. The existing fee of \$20 per court record obtained by the PACER Service Center staff was increased to \$26 by the Conference. The fees were effective July 1, 2006.

Questions or Comments regarding information in the announcement? Email pacer@psc.uscourts.gov or call (800) 676-6856.

Case Management

CM / ECF

Electronic Case Files

Most courts currently utilizing CM/ECF have established a help desk to assist customers. A list of CM/ECF help desk phone numbers is available online. Click on CM/ECF Information at <http://pacer.psc.uscourts.gov>. Select the "Help" menu option. Also available are Frequently Asked Questions, training modules, and more.

General Information

The PACER Service Center hours of operation are 8:00 AM to 5:00 PM Central time, Monday through Friday and is closed for Federal holidays. Remaining holidays for which the PACER Service Center will be closed are September 4 for Labor Day, October 9 for Columbus Day, November 10 for Veteran's Day, November 23 for Thanksgiving, and December 25 for Christmas.

Automatic Billing

PACER customers have the option to sign up for automatic credit card billing. Customers that sign up for this option will have the amount due each quarter charged to a credit card on file with the PACER Service Center without having to visit the web site or call. Balances of \$10 or more are applied to the credit card on file just before payment is due.

At <http://pacer.psc.uscourts.gov> Select Account Information Enter PACER login and password Select "Sign Up for Automatic Payment"

It is possible to update or change the credit card information on file under this option as well.

Billing Information

For your convenience, the PACER Service Center accepts Discover, VISA, MasterCard, and American Express. Login to the Account Information section at <http://pacer.psc.uscourts.gov> to pay by credit card.

Payment for balances less than \$10 will automatically be deferred until the balance is \$10 or more. No phone call is necessary.

The PACER Service Center's Federal Tax ID Number is 74-2747938.

Effective April 1, 2004 a fee of \$45 will be assessed if a check is returned for insufficient funds.